



## DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 08-04-078	OPENING DATE: 09-08-04	CLOSING DATE: 09-24-04	OPEN TO ALL CANDIDATES
POSITION: Case Coordinator JS 945-11	TYPE OF APPOINTMENT: Career Service	SALARY: \$50,593 - \$65,769 DC Courts non-judicial employees receive federal retirement and benefits.	
DIVISION: Family Court	LOCATION: 500 Indiana Avenue, NW	Tour of Duty: Full Time	
<p><b>BRIEF DESCRIPTION OF DUTIES:</b> Identifies and notes in the file and information system, the existence and status of all cases in the Family Court involving the same parties and/or members of their immediate family or household. Ensures that a related case review form is completed and included in each case file and forwarded to all appropriate judicial officers. Coordinates and facilitates the assignment of related cases to the appropriate judicial officers. Monitors the progress of Family Court cases and regularly and periodically reports to the Family Court Director regarding compliance with established case guidelines. Serves as day-to-day liaison between Judges, Magistrate Judges, the Clerk's office and the Family Services Liaison.</p> <p><b>MINIMUM QUALIFICATIONS:</b> Seven (7) years of legal, paralegal, or professional social work experience including at least two (2) years of handling child abuse and neglect cases. Equivalent levels of law or social work education and experience may be substituted.</p> <p><b>SUPPLEMENTAL RANKING FACTORS:</b> The following factors will be used to rate your qualifications for the position. Please describe experience, training or education that indicates your level of qualification for each factor. Submit documentation of education with application, i.e., copy of transcript or diploma. <u>Failure to respond to the ranking factors will disqualify you from further consideration.</u></p> <ol style="list-style-type: none"><li><b>1. Knowledge of laws and rules related to family law, neglect and abuse.</b></li><li><b>2. Knowledge of social services available in the District of Columbia community and social work methods related to child welfare, and neglect and abuse cases.</b></li><li><b>3. Effective oral communication skills and ability to work with individuals, agencies and groups representing diverse interests, and socioeconomic and ethnic backgrounds.</b></li><li><b>4. Ability to track cases, report data, and correspond effectively in writing, using a personal computer, word processing software, spreadsheets and database applications for data analysis and report preparation.</b></li></ol> <p><b>SELECTION PROCESS:</b> After a review of applications and ranking factors, interviews or further screening may be required of the highest qualified candidates. Selecting officials will conduct reference checks and may consider corrective action files and performance appraisals before making a final selection.</p> <p style="text-align: center;">Submit Court Application and Ranking Factors to: DC Courts, Human Resources Division, 515 5th St., NW, Room 213, Washington, DC 20001. For further information call (202) 879-0496 FAX (202) 879-4212 visit us on the web at <a href="http://www.dccjobs.gov">www.dccjobs.gov</a>.</p>			
It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.			